

## 2012 ELPA Online Pilot Pre-ID Instructions

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To ensure students testing at levels III, IV, and V are correctly identified for the English Language Proficiency Assessment (ELPA) Online or the regular paper-pencil mode of the ELPA, districts must check their pre-identified students for each participating building and grade level. Remember, only levels III, IV, and V are part of the ELPA Online. All eligible Limited English Proficient (LEP) students in participating buildings have been **automatically** flagged as participating in the ELPA Online. Therefore, we need your assistance to unselect students from participating in the ELPA Online who:

- **need any of the accommodations listed in the Accommodations Summary Table (this table can be found at [www.michigan.gov/elpa](http://www.michigan.gov/elpa)).**

These students should not participate in the online testing if these accommodations are necessary and must take the regular paper-pencil version. Unselecting ineligible students for the ELPA Online must be completed by Friday, **January 13, 2012 at 4:00 p.m.**

To unselect students from the ELPA Online, follow the directions provided in Option 1 or Option 2 below:

### Option 1:

- 1) Login to the BAA Secure Site ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)).
- 2) Select “**PreId Mass Updates**” from the menu on the left side of the page.
- 3) Select your **ISD, District, School, Test Cycle (Spring 2012 ELPA)** and the **Grade** for which you want to check Pre-ID information. Click **Search** in the top right corner.

The screenshot displays the Michigan Department of Education website's "PreID Mass Updates" search interface. The page header includes the Michigan Department of Education logo and the Michigan.gov logo. A navigation bar at the top contains links for Michigan.gov Home, Education Home, OEAA Home, Support, Contact Us, and State Web Sites. On the left side, there is a vertical menu with options such as Online Registration, Announcements, Student Search, MEAP PreID Options, MSDS Copy, Student Test Cycle Op, PreID Mass Updates, Mass Demo Updates, Initial Material Orders, Addl Material Orders, Order Summary/Tracking, ELPA Screener, Screener Material Orders, Screener Order Processing, and Screener Entry. The main content area is titled "PreID Mass Updates" and features a "Search" button in the top right corner. Below the title, there are search criteria fields: ISD (Ingham ISD (33)), District (Okemos Public Schools ( 33170 )), School (Kinawa School ( 4881 )), Grade (11), Assigned/Unassigned Students ([All Students]), Test Cycle (Spring 2011 ELPA), Sort By ([Default]), and Sort Order (Asc). At the bottom of the page, there are additional links for Michigan.gov Home, Education Home, OEAA Home, Educational Entity Master, Support, Contact Us, State Web Sites, Accessibility Policy, Privacy Policy, Link Policy, and Security Policy, along with a copyright notice for 2003-2010 State of Michigan.

- 4) You should then see a list of students at the bottom of the screen. All eligible LEP students will be automatically flagged for online testing.

The screenshot shows the 'PreId Mass Updates' interface. The search criteria are set to Ingham ISD (33), Kinawa School (4881), and Grade 05. The search results table is as follows:

School	Student #	Student Name	DOB	Grade	Online Test	Assigned / Unassigned
<input type="checkbox"/> Kinawa School	DT04022000A	<a href="#">TUTU, DESMOND</a>	04/02/2000	05	Y	Assigned

- 5) To unselect students for online testing, select the box for the student records you wish to update and then select **No** from the **Online Test** drop-down menu.

The 'Update Fields' section shows the following settings:

- Destination Test Cycle: [None]
- Destination School: [None]
- Grade: [None]
- Assign/Unassign Students: [None]
- Online Test: **No**

The search results table below shows the student record with the checkbox selected:

School	Student #	Student Name	DOB	Grade	Online Test	Assigned / Unassigned
<input checked="" type="checkbox"/> Kinawa School	DT04022000A	<a href="#">TUTU, DESMOND</a>	04/02/2000	05	Y	Assigned

- 6) When complete, click **Save** on the right side of the page. You should then notice the column for Online Test has been updated for the students you selected.

Search Results							Select All	Unselect All
School	Student #	Student Name	DOB	Grade	Online Test	Assigned / Unassigned		
<input type="checkbox"/> Kinawa School	DT04022000A	<a href="#">TUTU, DESMOND</a>	04/02/2000	05	N	Assigned		

Option 2:

- 1) Individual student records may also be unselected from the Online Test by clicking directly on each student's record.

Search Results							Select All	Unselect All
School	Student #	Student Name	DOB	Grade	Online Test	Assigned / Unassigned		
<input type="checkbox"/> Kinawa School	DT04022000A	<a href="#">TUTU, DESMOND</a>	04/02/2000	05	Y	Assigned		

- 2) After clicking on the student's name, look for the **Online Test** box on the following screen.

Exit Date (MM/DD/YYYY)

Feeder School Code

ion  Home Schooled  Online Test

Reading	Writing	Speaking

- 3) Click on the box to remove the checkmark and unselect the student from the Online Test.
- 4) Once complete, select Save from the upper right-hand corner of the page.

Questions?

For questions on accessing the BAA Secure Site, please go to the *BAA Secure Site User Manual* located at <https://oeaa.state.mi.us/meap/login.asp>. For questions regarding the ELPA Online, contact BAA at 877-560-8378, and select option 5, or email [oeaa@michigan.gov](mailto:oeaa@michigan.gov).